

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 1, 2004**

PRESENT: LAURA PETRAIN, CHAIRMAN; LEON METHOT, CO-CHAIRMAN; HELEEN KURK, SELECTMAN.

ABSENT: DOUGLAS COOK, SELECTMAN; THOMAS REYNOLDS, JR., SELECTMAN.

TOWN ADMINISTRATOR: ROBERT CHRISTENSEN

RECORDING SECRETARY: Pam L'Heureux

GUESTS: Forrest Esenwine; Virginia Esenwine; Frank Campana; Matt Esenwine; Carl Knapp, Director DPW; Erin Laviolette; Chuck Metcalf; Robert Knapp; Joe Cox, Chief Miles Rigney; Officer Mark Bodanza

7:09 p.m. Chairman Laura Petrain called the meeting to order.

PUBLIC PARTICIPATION -

Frank Campana questioned the dumping of tires by Allied Auto at the transfer station at no charge to the business. Dennis from Transfer station informed Frank the driver for Allied told him there was an agreement between Allied Auto and Chief Rigney. Selectmen Kurk knew about the dumping of tires at no cost. Frank questioned the waiver of fees for a business when townspeople are charged to drop off tires. Frank repeatedly stated he does not have an ax to grind with Allied but wanted to know why there was no fee and asked the BOS to look into this matter publicly.

Chairman Petrain responded she just heard about it Thursday and without looking into it further there was a communication breakdown. Chief Rigney wanted to expand the shooting range and requested the tires. This expansion had not been approved by the BOS prior to this occurring.

Frank asked if tires are needed then we should extend courtesy to all taxpayers by not charging for tires. If these tires were not used then the town would have to pay to get rid of them.

DEPARTMENT HEAD REPORTS:

Carl Knapp, DPW:

Standard Operating Procedures for Winter Maintenance. Mr. Knapp asked this be adopted by the BOS for the Town of Weare. He provided copies to all members of the BOS to review.

Chairman Petrain asked this be put on the next agenda if it has not already been accepted then they can discuss it at the next meeting.

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Bob C. asked Mr. Knapp to have Naomi Bolton get a copy of this to him so he could forward it to all members of the BOS.

DES Generator Use:

Mr. Knapp stated that with NHDES inspections over the last year or so they have commented there should be a generator at the Sewer Pump house. All plans from when it was built. The fuel tank was installed but the generator as suggested was never installed. NHDES now says this is not an option they have given a deadline Steve Snell to send info on whether we qualify for a grant for part/all/portion of generator.

Co-Chairman Methot asked how big of a generator we would be looking at. Mr. Knapp stated that two 15 horse, 3-phase motors that start at the same time are required so the estimated cost would be set up and installed \$15-20k.

Selectman Kurk asked what the wastewater is from: Mr. Knapp reiterated the buildings that are hooked to town sewer: A few residences but mostly the town buildings and a few residences on East Street. The Middle School is not on the town system. Flows to brick building and gets pumped way out behind Brownie's pit and through the leaching fields. The system and building were installed in early 80s. Mr. Knapp stated the generator is necessary for pumping. The problem is if there is a power failure, somebody has to sit down at the pump house to be sure there is no overflow. He stated he didn't mind sitting there but most power failures are in the winter when the DPW is short of manpower so it becomes a choice of sitting at the pump house or out plowing roads.

Chairman Petrain asked if it could be added to the warrant articles. Mr. Knapp said it could but even if it fails, we have to have it, and there is no choice. Chairman Petrain asked that we wait to see what we can get for funding through grants and then proceed with appropriation of town funds from there. Cost to be reverted back to users of the town sewer system. The biggest problem is it does have an overflow tank but it has a high level alarm but if there is no power, the high level alarm can't go off.

Mr. Knapp stated he would continue to work on the grant as soon as Steve Snell forwards the information regarding grants to Mr. Knapp. Mr. Knapp also stated that ultimately whoever is on the sewer system ends up paying for whatever is done there.

Selectman Kurk asked if the cost would be passed on to the users and Co-Chairman Methot stated that it was a way around an unfounded mandate because there is a fee charged for the sewer usage.

Mr. Knapp stated the fee had just gone down as the 20-year bond for sewer just ended a short time ago so any increase in fees would not be a huge impact.

Selectman Kurk asked depending on how much the town received in grants, we would go for another bond and Mr. Knapp stated with the rates might have gone down with the bond paid off so this might not feel like quite as big a hit to the townspeople. The town buildings are the biggest user anyway.

Co-Chairman Methot asked Mr. Knapp to get more figures together before proceeding with the warrant article. He commented even if there was a grant received it could be put into the budget to offset the actual cost.

NHDES will not accept any overflow due to power failure.

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BIG BROTHERS/BIG SISTERS:

Erin Laviolette from Big Brothers & Big Sisters of Manchester came to gain exposure to recruit big brothers and sisters as well as kids from Weare for the program. Matches are based on mutual interests and compatibility of the match. Helps children reach their potential through positive mentoring process. Offer a school based program site based mentoring program. Takes place at school 1 hour per week at the school, lunch together or utilize gym facilities. Community based program twice a month. Couples can also mentor a child as well as high school students between 16 and older. "Littles" are ages 6-18.

Chairman Petrain asked if the schools have been approached already and Erin Laviolette stated that Ginger Hill at Center Woods Guidance Office has already been opened as a site. WMS principal and Dr. Tyrie of SAU#24 have also been contacted. They are now searching for volunteers.

Selectman Kurk commented about the shortage of males in the program and Erin Laviolette stated there are 56 boys on the waiting list and they are looking for Big Brothers to help these individuals. Individuals can volunteer for as little as one hour a week. The matches are based on similar interests so there is a very large need for positive male role models in the community.

OPENING OF BIDS:

Solid Waste Removal Bids: Mr. Knapp stated this was a bid proposal for hauling solid waste. It is a 3-year contract. Mr. Knapp stated it was posted in the Union Leader and he faxed off four other bid specs to other various companies but only one bid returned.

Chairman Petrain opened the bid from Denning Disposal and read the various proposed fees:

Trash to Wheelabrator in Penacook \$150.00/haul, Demolition material to ERCO in Epping \$226/haul, Tin and aluminum to Harding Metals in Northwood \$230/haul,

Newspaper to Haverhill, MA \$261/haul, Scrap metal to Advanced Recycling in Concord, NH \$150/haul, waiting time is \$65/hour after 30 minutes per haul.

Added note: If diesel fuel goes above \$2.25 per gallon there would be a surcharge added to monthly bills. Denning Disposal also included a copy of their certificate of liability.

Selectman Kurk asked if the prices were appropriate and Mr. Knapp stated the bid is what he expected as the price from three years ago for hauling trash to Penacook was \$124 to today's pricing. He accepts the fuel pricing with the surcharges, as it is common in trucking industry contracts of late with the fuel price fluctuations.

Selectman Kurk asked about money return on some of the items hauled away and Mr. Knapp stated we get some money back aluminum .52/pound and we take at least 2,000 pounds per haul and some other metals also get money back returns. Demolition materials hauled to Epping are charged for at transfer station and costs have been pretty close in fees collected to costs of hauling. Newspaper is getting \$500-600 per load back. Trash is the big cost.

Selectman Kurk asked Mr. Knapp to explain the waiting costs. Mr. Knapp stated he doesn't ever remember that ever happening but it has always been included on the bid. For instance if the driver ends up in Epping and has to wait an hour or so waiting for a long line of trucks and the driver has to sit and wait to get into the gate.

Selectman Kurk asked if this bid had been in before and Mr. Knapp stated Denning has been doing the trucking of transfer materials for the town for approximately the last nine years.

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Selectman Kurk asked if more bids were out there and Mr. Knapp stated he got inquiries by phone but no written bids were submitted to the town. He added most inquiries of companies also wanted to take care of the disposals. Trucking by itself isn't enough to get a company in here to set up for it and take over and to be on call when there is a full trailer the transfer station operator calls them and they are expected to be there within a reasonable amount of time as we can't stock-pile trash.

Selectman Kurk asked if there were more time would Mr. Knapp anticipate that no more bids would be received. Mr. Knapp stated it was out for bid for greater than two weeks. Chairman Petrain asked if we had more than one bid last time and Mr. Knapp stated no it was only one last time too. Chairman Petrain asked the board if they were comfortable going with the single bid proposal and then proceeded for vote.

Chairman Petrain moved, Co-Chairman Methot seconded to award the solid waste-hauling proposal for a 3-year term to Denning Disposal. Passed 3-0-2 (Selectman Cook and Reynolds were absent.)

LAWN CARE:

Cutting Blade Mowing:

Fire Department mowing \$6,500

Municipal Lawn Care mowing and cleanup \$10,500.

Cemetery lawns \$20,500

Mowing and clean up as stated in contract submitted

Green Tomato Lawn Care:

Fire Department: \$7,250

Municipal Properties: \$8,500

Cemeteries \$22,000

All About Lawn Care:

Fire Dept - not submitted

Municipal Properties \$8,500

Cemeteries: \$23,500

Champion Property

Cemetery \$6,520

Fire Dept \$4,860

Municipal prop \$15,765

The bids will be forwarded to Town Administrator to hold meetings and reviews of the companies with recommendation to the BOS at a future date.

Chuck Metcalf asked to verify bid from Champion Property at the time of interview if there is a transposition of numbers from line items and Chairman Petrain asked about the appropriateness of doing this.

Mr. Christensen stated it is already public record tonight so he will call all of the bidders to set up a meeting and if they choose to come in at that time then he would ask if the line items were transposed.

AUDITING:

Vachon Clukey & Co. (bid submission pg 18) Three-year rate discounted price bid

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2004- \$10,900
2005- \$11,300
2006- \$11,550
1 yr only would be \$11,680.

Chairman Petrain asked if this was mailed out to other firms and Mr. Christensen stated it had been published in the Union Leader and other postings as appropriate.

Selectman Kurk asked what the GASB (General Accounting Standards Board) audit was for and Mr. Christensen stated it is basically an inventory of everything in the town. Roads, not just typical accounting but moving towards an actual number value of the town so the roads receive a certain value per square footage. It comes down to every piece of equipment is itemized so it is an extensive amount of additional accounting.

Chairman Petrain added the BOS typically puts a value; i.e. anything \$5,000 and over so you are not counting pencils, erasers, etc.

Selectman Methot asked for more time for all board members to review the bid before voting on it. Chairman Petrain and Selectman Kurk agreed.

PRINTING OF TOWN REPORT & TOWN MAILER:

Riendeau Printing:

Town Report \$5,811.75 (\$4.305 per book)
Town Mailer 3,450 copies for \$3,598.35

T-Pine Quality Printing

Town Report: \$5,600
Town Mailer: \$2,608

Echo Communications (New London, NH):

Town Report and mailer combined bid: \$11,548

Commonwealth Printing:

Town Report \$8,723
Town Mailer: \$3,100

POLICE DEPARTMENT PERSONNEL POLICY:

Chief Rigney and Officer Mark Bodanza were present to answer questions regarding the WPD Personnel Policy presentation as asked by the BOS at a prior meeting.

Chairman Petrain stated Chief Rigney had been asked to bring in definitions (see pg 4 of WPD personnel Policies.

Chief Rigney had supplied copies of the Weare Police Department Personnel Policies Draft Format for: administrative secretary, clerk/receptionist, one for the ACO needs a revision per police training and standards, and we no longer have CSO so that can be stricken from policy.

Chairman Petrain asked for clarification of p12 entitlement of disability leave/worker's comp. Questioned disability leave.

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Chairman Petrain asked if Chief Rigney had received a list of questions from the BOS and Chief Rigney stated he had received the stricken, red line, underlined copy Selectman Kurk questioned the policy to be incomplete.

Chairman Petrain asked Co-Chairman Methot to verify what the town attorney commented on this policy.

Chief stated agreed upon and put there rather than lose money under WC vs. regular wage that this was the option to use this type of time if so desired by the employee. i.e. max sick time can use accumulated sick time vs. WC claim. WC check would get signed over to the town and officer would receive sick time pay to maintain full compensation.

Selectman Kurk asked how overtime pay would play a role in this compensation (pg 13) would it be amortized and Chief Rigney stated he would assume OT pay would be amortized into the figure.

Chairman Petrain stated she believed this was customary for WC claims in other fields.

Are these figures carried over to following year?

Chief Rigney stated current policy: any bonus day, comp day is used or lost by end of calendar year due to budget constraints. If denied due to scheduling coverage time turned down, very limited portion would be allowed to be carried forward. Surplus option of payback of time not used has been offered in the years past.

Chief Rigney commented on deadline for submitting payback policy.

Selectman Kurk asked if employees were encouraged to take time and not allow it to be accumulated to end of year payoffs and Co-Chairman Methot stated not to get too detailed to bog down the policy to prevent ability to work within the guidelines.

Chairman Petrain asked to add "under certain circumstances" to the paragraph.

Chief Rigney commented the bulleted (red ink/strike-through) attorney comment.

Chairman Petrain asked about Employee Assistance Plan (p 19). Chief Rigney commented the Town Administrator could fill this in. This should follow other town policy. Item printed in red asking for input from BOS. Chairman Petrain stated it would have to be worded to comply with the insurance coverage the town has.

Chief Rigney commented there is a plan in place in accordance with his interpretation.

Officer Bodanza stated there were posting in the PD with regards to this issue and what is available through employee health insurance coverage and employer guidelines.

Chief Rigney stated there was a stack of information given to him when he came here and felt there must be something around that would reflect what is available to the PD employees.

Chairman Petrain asked if there were questions regarding the changes.

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Chief Rigney questioned effective date/severability as crossed. Chief stated his participation in this is preface to any changes to be done whether lateral of in fact there may be some legality problems. **(see tape for wordings – comment from Cherry – I listened to the tape and could not understand what Chief Rigney was saying)**

Chairman Petrain asked Officer Bodanza for comments

He stated p10 questioned whether red at end of paragraph re pay scale is based on anniversary date or if on effective date:

Chief Rigney stated he could not go backward so he would recommend it be effective on April 1 in line with the rest of the town employees due to March town meeting schedule and budgetary reasons.

Selectman Methot commented pay increases were already in the budgets prior to that time.

Selectman Kurk stated she had notes from prior meeting that was not clarified:

Rationale (p3 /par 1). Attorney had a note about political interference re wording intimates in policy that PD is entitled to unique and special level of protection from political interference as a matter of practice and law all non executive employees should be free of political. Selectman Kurk questioned why this was brought up and if it was redundant to do so. Selectman Kurk asked if it was beneficial to have compensation in the title so it is clear. On page 1 Purpose (p3) clarification of what this purpose is.

Chief Rigney commented purpose is prevents someone from whatever rationale they have from squeezing it and saying this is it where in fact this fits like a glove to the other town policies and works together not as a stand-alone.

Chairman Petrain commented second rationale states what the directive is.

Selectman Kurk asked for clarification and Chief Rigney stated this is not a new document. It is one that has been finalized and reviewed and should not be revised at will.

Chairman Petrain stated we would not go back to why the policy was being reviewed. Chairman Petrain asked the Chief not make comments and asked he move away from the table if comments continued as they were.

Chairman Petrian stated that for public information they sent the compensation package to the attorney because it was not done so prior to it being signed, the night before a change in the Board of Selectman. And with that in mind, they are protecting the town, as they should be, because it is their duty as the BOS. No benefits and no compensation have been taken away.

Selectman Kurk read, that it should be the ultimate responsibility of the BOS to oversee this document and that one member of the BOS shall be appointed to be a liason to the Police Department. It was agreed upon by Chairman Petrain and Selectman Kurk that the entire board was needed to oversee this document not just one member.

Selectman Kurk asked that the head of each department come in and share with the whole board so all members hear the same thing and improve communications. Maybe something is put in that the Chief of Police communicates with the full board on some type of rotation schedule (monthly).

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Co-Chairman Methot agreed the BOS had gone away from appointing members to different boards due to communication issues in the past.

Selectman Kurk asked to have the policy add the Police Chief would be added to the department head rotation to attend BOS meetings for department reports.

Selectman Kurk commented (p5) probationary period change as follows: period: assess *each* employee's performance. Also p 10 delete the word *or* under vacation time at the end of the red. P.11 sick time may be accumulated to a maximum of 90 days (720 hours). p.15 collection of WC while on FMLA.

Chairman Petrain explained workmen's comp. is totally separate from FMLA. The attorney had stated that someone on WC could be required to take FMLA. Thus the wording should remain after striking working compensation. Also changes to second bullet on p 15. Military Leave. Town officers should be changed town officer to "police officer" twice in that paragraph.

Co-Chairman Methot replied RSA 105 defines a Permanent Employee for police officers.

Selectman Kurk questioned whether this verbiage should be stricken and other typos corrected.

Selectman Methot asked that RSA 105 be added to the definition of Police Officer: He also commented there might be another statute that defines a police officer. This would clarify mention of police office throughout the policy. Be sure to reference the statute, to clarify how determined to be a "permanent employee". p16 a copy of current plan is available for review in the selectmen's office should follow the red paragraph regarding life insurance.

P 17 comment under third bullet must be eligible for retirement.

Co-Chairman Methot commented someone retiring from position, as town employee could also be an active employee in relation to state police standards. Chief Rigney commented, years of service for anything over 40 years is 100% retirement benefit.

Officer Bodanza stated interpretation is upon retiring those who retire from town service after 10 years vested you are getting full sick, bonus and vacation time. If leaving to go to another agency then they receive exceptions under p12-13)

Chairman Petrain asked about prior discussion of 10-year vesting retirement for level II officers. Asked how it was in relation to the town policy for other employees.

Selectman Methot stated the policy was written identical to the town policy so he would suggest it not be altered.

Officer Bodanza stated time of service is different for police officers versus other town employees.

Selectman Kurk asked about annuities (p18) and who pays for the annuities. Those changes are acceptable. Page 19 Dry cleaning should be moved to p9 under uniforms section as it is out of place on p19. She also commented that amendments and revisions p18 has a typo of "me" should be changed to "be".

Selectman Kurk asked about collective bargaining that if this was sent to the attorney were the bylaws for the police association sent to the attorney at the same time. She felt those were also an issue.

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Mark Bodanza stated the last time the attorney would be asked if it were a valid contract as presented to the attorney.

Chairman Petrain asked Mr. Christensen to forward this to the attorney to include the bylaws for the police association.

Mark stated the police officers understand this is a valid contract between the town and the officers and any changes would have to be agreed upon by the officers and chief. Any changes would be a breach of contract and any other changes would have to be agreed upon by all parties involved.

Chairman Petrain asked that the effective date should be changed. She asked Mr. Christensen to find out the above and to make sure the employees get a copy of changes and uncross wage and benefit plan.

Mr. Christensen asked if the red line report be acceptable to the officers.

Mark Bodanza said it was acceptable to the officers. He stated some officers have looked at it and he has not had any negative feedback to date. Mark stated he is not arguing this is a bargaining tool.

Chairman Petrain asked that each officer sign off on this with the BOS after being a member of the association. She asked if the person were not voted into the association would they be covered by all of these entities, as they are not technically a member of the Police Assoc.

Mr. Christensen asked for clarification of questions to be re valid contract and if any changes not agreed upon result in breach of contract.

Co-Chairman Methot asked Mark Bodanza to supply Mr. Christensen with a copy of the Police Association Bylaws.

Mr. Christensen asked Mark Bodanza to get him an original copy of the policy prior to the revisions.

Selectman Kurk also asked for clarification of p6 physical examination change typo. Drug test remove red line

Chairman Petrain stated they would get back to the Officers regarding legal council and comments.

Chief Rigney asked that the firing range issue mentioned previously in the meeting be addressed at a future meeting.

POLICE CHIEF'S WAGES:

Chairman Petrain commented about how setting the wage.

Selectman Kurk spoke to Keith Lohmann about setting a pay scale for the chief but stated we would need to be very specific regarding the wage. We would be better off stating a specific wage. If the town went with a range he said they would have to cover all the bases for interpretation in the future.

Chairman Petrain asked Selectman Kurk to explain her research.

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Selectman Kurk noted she researched 13 other towns that had comparable populations of 7-9k residents, salary range of chief now and chief experience in that town and how emergency management was handled. She wanted to know if it was commonly handled by the police chief or someone else and what the salary would be. She also found the size of the police dept full and part-time, square mileage of towns and population density in relation to size. She also put in town budgets for this year feeling it would make a difference on the healthy budgets and our default budgets historically. (See Tabulated report from Selectman Kurk). She stated criteria to see if the BOS would like to narrow the data using town that are more similar to Weare in budget aspect.

Selectman Methot stated that was not necessarily so. He felt it was impacted by tax assessment.

Selectman Kurk commented the Emergency Management is dealt with by a realm of individuals but none had the Police Chief.

Chairman Petrain commented there is a lot of grant money out there and questioned the possibility of the Weare fire chief may be interested in if given a stipend for doing this. The responsibility of acquiring grants would be included in this position. Another suggestion of Citizen Corps grant information.

Selectman Kurk stated Plaistow has a lot of grant money that is pulled in by the Fire Management Position.

Co-Chairman Methot asked if Selectman Kurk was looking at any particular salary at this point.

Selectman Kurk asked if the board was looking at a spread or stated salary.

Co-Chairman Methot suggested using same criteria as Town Clerk. That it is a stated position with a stated salary regardless of who has the position. He felt this was prudent in the fact that we don't know what we are to expect with this being a new elected position versus appointed.

Selectman Kurk commented this is a 3-year term and asked if the salary would remain for that term.

Co-Chairman Methot and Chairman Petrain stated the salary would be a set salary versus a range and the salary to be set should reflect a reasonable amount.

Co-Chairman Methot stated he wanted \$65k, Selectman Kurk stated \$61k and Chairman Petrain also felt the salary should be set at 61k. Co-Chairman Methot stated he would not go below 65k salary. Chairman Petrain asked him to look at the data collected by Selectman Kurk to see if he would change his decision based on the data at hand and he said he would go to 62.5k. Selectman Kurk commented about the department size in relation to other towns making her stick with 61k. Chairman Petrain agreed with 62k.

Chairman Petrain moved, Selectman Kurk seconded to set salary for elected police chief at \$62,000/year salary not including benefits or emergency management. Passed 3-0-2 (Selectman Cook and Reynolds absent).

MANIFESTS:

**Chairman Petrain moved, Selectman Kurk seconded to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated November 4, 2004 (2 checks in stack have void written on them so will subtract: \$579,039.08 less check for \$133.30 to Jonathan Quigly and less \$385.00 to municipal resources) so total accounts payable being
Gross Payroll of \$23,483.43**

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**Voids \$338.65
Total being \$602,004.21**

Chairman Petrain moved to accept the manifest as written. Passed: 3-0-2 (Selectman Reynolds and Selectman Cook absent)

Chairman Petrain said there will be a notation in the minutes that the Selectman did sign Manifest and ordered the Treasurer to sign checks dated October 28, 2004 accounts payable \$21,294.61 gross payables \$27,452.95 total being \$48,747.56.

FROM THIS POINT ON . . . NOT RECORDED ON TAPE . . . TAPE IS BLANK WHERE THIS SHOULD BE (CHERRY)

OLD BUSINESS:

APPROVAL OF MINUTES:

10/4 approvals on hold

10/18 not reviewed by all members yet on hold.

Chairman Petrain asked Pam to make margins smaller to .5 all around.

APPOINTMENT OF COMMITTEE MEMBER:

Co-Chairman Methot moved, Chairman Petrain seconded to appoint John Houle as an alternate member of the planning board as per application. Passed 3-0-2 (Selectmen's Cook and Reynolds absent).

TAX RATE:

Set at \$27.60 (down from 28.12). Selectman Reynolds, Selectman Kurk and Chairman Petrain were present at DRA meeting. DRA recommended we not put any money toward tax rate and to put it toward warrant articles. (see tape T4S1). Tax rate ended up \$27.86. Based on that, the breakdown is: Town \$2.86, local school \$18.19, state education \$4.72, county rate 1.83 for total of 27.60. Town from \$4.16 to \$2.86 but school went up from _____.

Selectman Kurk felt there might have been a feeling to put more than 100,000 toward the tax rate.

Co-Chairman Methot stated he was opposed to that to prevent roller coaster effect of the tax rate from year to year.

Chairman Petrain stated the money applied to the warrant articles was an agreeable option.

Co-Chairman Methot commented the Surplus is 1.2 million but would not want to go any lower to prevent borrowing money to run the town.

ADMINISTRATIVE REPORT:

Mr. Christensen passed out reports for signatures by the members of the BOS.

Budget Preparation: Bob had been asked by the BOS to put together a preliminary budget with work from the dept heads. He now has a copy of each original budget proposal from dept heads. Thanks to Elayne for helping pull the numbers together in a timely fashion.

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There are 5 columns, the right most being 2005 requested being # originally requested #TA is number after revision after discussion. Some numbers went up some went down. They went line by line and to get the real world figures to operate in 2005. Will take next two meetings to meet with dept heads to provide answers to questions. Hopefully many questions would have been answered in this preliminary report.

Chairman Petrain asked about departments who have not submitted budgets. Mr. Christensen commented those are departments that have no supervisory controls. Chairman stated need to get these to be able to have them for the finance committee.

Bob C. to meet with the Finance Committee next meeting.

Chairman Petrain asked for current list of Finance Committee members.

Co-Chairman Methot asked about numbers from Donna Meuse. Bob stated she would send letters out to entities who request money for Health and Welfare departments.

Co-Chairman Methot asked if the evaluations are all done with accumulative numbers to be entered into the budget. Bob said there are still a couple that need to be done but otherwise all are done. Bob asked if the board was still working on reviews for him individually and then to make a final -----
----- Bob asked if the board wished to review individual reviews. Bob asked each employee submit an educational plan to be submitted to Bob for the receipt of the \$1000 educational benefit. Bob wanted to link up what the employees wanted for goals to link up with some local government center classes and state offered courses moving forward with free courses as well as discounted classes. Primex is more focused on administrative aspects. Bob hoped that whatever Local Government Center could offer would be first.

Bob questioned that the spending freeze is still on. He requested that a laser fax be purchased as the current fax machine is striking all lines looking like strikeout items. It is an ink jet plain paper fax currently. Elayne's calculator also gave out so Bob asked that the funds be appropriated for the calculator prior to the fax machine. Bob is checking to see if the money is there to be used for such items. Purchase of office supplies questioned.

Selectman Methot asked that we hold off on the calendars and fax machine but order the calculator for Elayne now.

Co-Chairman Methot asked that the budget report of percentages overall reflect where we are percentage wise and where we should be for the proposed budget time line.

Chairman Petrain stated it should be on the bottom line.

See tape for line items that should have been redisbursed.

Co-Chairman Methot asked that Bob check with Elayne to find out where we are for 11/15 in relation to percentage of budget utilization to date and Chairman Petrain stated that is a finance issue and should be done by Finance Dept anyway.

Co-Chairman Methot asked that a draft monthly should be done showing percentage of budget utilized and remaining availability.

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Memo re: e-mail suggestion of employee conversion option to take sick time when they leave the town. Many employees have capped out a long time ago. Sick time not used by several employees. Bob asked how to make sick time balances for employees who don't use it to convert 50 hours of sick time into 8 hours of bonus time. This is optional for employee to have bonus day to be used however they want or to sell back at some point down the road. This would help the town where an employee who leaves can currently sell back time unused over 3 weeks of time. Buy back a couple of bonus days. Benefit to be able to buy back bonus day versus being capped at sick bank and not get anything.

Selectman Kurk asked what this would cost the town and should it be presented to benefit and review and Bob answered yes to have it presented to B&R.

Co-Chairman Methot commented how the funds are reserved (see tape)

Chairman Petrain commented it would be no more than what is currently budgeted for man-hours for an individual but would come from capital reserve fund amount paid in from unused sick time.

Some employees grand-fathered under old policy could walk away with 6 years of sick time as an old version of a retirement plan. New hire policy does not offer this benefit under the NH Retirement system.

Bob explained personnel policy to wash the cost. Bob and Chairman Petrain felt the bonus days would be used by 80-85% of the employees, as many don't have the longevity of employment.

Chairman Petrain asked this be forwarded to the B&R Committee. She asked that Bob also forward the personnel policy for the PD for the next meeting on 11/9/04.

Staff Reviews: Bob asked how the BOS wanted to handle them. Chairman Petrain asked to look at them individually so if they had any questions they could be looked at prior to discussion of budget.

Carriage Shed: Malcolm Wright asked that the carriage shed be cleaned out. Memo sent to (see copy of memo). Malcolm wanted to know to what extent the shed could be cleaned out. He feels it is a receptacle for garbage. There are old desks stored in there that are not usable. Selectman Kurk thought that the Historical Society also had items there. Malcolm would like direction to make it look neater and that committees should clean this up.

Chairman Petrain asked that we have the committees comment on the items there. Also commented that clean out may be done by the prison workers who clean up in the spring.

Permit to Trap: **Co-Chairman Methot moved, Selectman Kurk seconded to authorize the Chairman to sign the permit to trap by Mr. Stephen J. Kurylo. Passed 3-0-2 (Selectmen Cook and Reynolds absent).**

ADJOURNMENT:

Co-Chairman Methot moved, Chairman Petrain seconded to adjourn at 10:20 pm

Roll call vote: Chairman Petrain yes; Selectman Methot yes; Selectman Kurk yes.

A True Record.

FINAL

Pamela L'Heureux
Transcribing Secretary